



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>August 2012</u>		Total Internship hours at the start of the month:	2359.72
Week	Functions	Description	Hrs
1	Week's Activities	Non-contracted time, 3 days in week 1 of August	0
	Standard/Indicator		
	Communication with Mentor		
2	Week's Activities	Started with 10 hours of Administrative Professional Development for CSCOPE. I dealt with new and existing network user issues; downloaded latest TxEis update files, studies TxEis configuration issues. Programmed and placed the small switches in the extended service areas of campus. Bandwidth through the roof.- contact and analyze situation with Cipa and GVEC. Cscope training webinar failed. Tested machines, DHCP, DNS configuration, etc. another version of TxEIS available downloaded it, but did not install. Worked with telephone installation all week. Complete Perkins Grant report/application.	52.5
	Standard/Indicator	TF.V.C, TF.IV.B, TF.V.II.A., TF.VII.B., TF.VII.C, TF.VII.	
	Communication with Mentor	Telephone, Cscope, TxEis, network, domain migration progress updates on all.	
3	Week's Activities	Demonstrated process of scanning to .pdf and emailing registration files for dual credit course to counselor. She completed the task successfully. Sat through demonstration of a website production, it appears to be a very nice setup. (Have since heard their site has trouble with firewalls) Attended Gifted and Talented update training. Attended CSCOPE training and started researching who to call about exorbitant long distance bill. Found out steps to switch over long distance still had to be completed. Question R3 again about which, if not all updates were required for TxEIS.	28.5
	Standard/Indicator	TF.I.A.,TF.I.B, TF.II.D., TF.VII.B, TF.VIIC.,TF.V.IIB.,TF.VIII.C, TF.VIII.D, TF.VIII.E.	
	Communication with Mentor	Updated Ms. Bettin on status of CSCOPE, training, telephone, and TxEIS as of Thursday evening before migration.	
4	Week's Activities	Arrived early to finalize my presentation to Coaches for CSCOPE- presented the package to Coaches and coached them through their initial stages of implementation. New Physics teacher wanted instant information	53.5

		about what he needs to do to be able to teach STEM courses, I had to stop to help him get the information. Move to grade reporting on hold until the TxEIS updates are complete, continuing to try to verify exact requirements while completing other duties. Performed the update with by installing all 3 updates to TxEis machines and attempted migration. The interface appeared to almost be working, just needed help from region center to determine that piece, I waited and asked for help from both service centers for two days while I double and triple checked the config files and instructions. I decided to move the systems back into the old domain to see if they worked there. It turned out, even in the old domain, there was an issue requiring the applications be installed in an additional location. I requested further help from Region 20 to determine why that was the case and what files will need to be updated once the migration is attempted again.	
	Standard/Indicator	TF.II.A.1-3, TF.II.B., TF.II.C., T.F. III.A.1-5, TF.III B., C., E. TF.V.D, TF.VI.A, TF.VI.B, TF.VI.C, TF.VI.D., TF. V.I.E, TF. V. II.A.TF.VIII.D,	
	Communication with Mentor	Updated Ms. Bettin about training, and implementation of TxEIS update issues, waiting on regional service center staff, and problem, once it was located.	
5	Week's Activities	I decided to move the systems back into the old domain to see if they worked there after two days of waiting for help. It turned out, even in the old domain, there was an issue requiring the applications be installed in an additional location. I requested further help from Region 20 to determine why that was the case and what files will need to be updated once the migration is attempted again. They called in later in the week. Talked to Region 20 about NetVision 20 and webinars from region 20. Setup room 17 lab printer, and added Flash and Adobe Reader to Room 18 computers. Started pricing ink, video cables, projectors, located latest smartboard drivers, and met informally with CStolle about first week of CSCAPE implementation.	54.5
	Standard/Indicator	TF. VII.A.5, TF.V.II.B1-3.	
	Communication with Mentor	Updated Ms. Bettin on TxEis issues, ink orders, etc.	
Hours worked this month:			199.0
Total Internship hours to date including this month:			2558.72

Reflection:

This was a very, very busy month, as is usual for August. August is typically the month in which deployment of newly purchased equipment and software is wrapped up. This year was no exception, except we ran out of time to finish the process. This month involves budgeting, completing and beginning ERATE cycles, attending personal professional development, and even finishing a vacation. It is quite hectic to keep @ on schedule and get it completed. As August started, I had the annual computers, the athletic director's, and the TxEIS servers to Migrate in addition to moving Exchange off the old servers, decommissioning the old server's and finally removing old fcisd.net internal DNS entries. At the end of August, I found I had taken a chunk out of the list, but I still have to successfully Migrate the TxEis servers into the new domain, migrate the Exchange servers, and decommission the old servers and domain. While the ERATE process, basic switch programming and budgeting are old; the addition of self-taught domain migration and CSCAPE initial training have added new skills to my lifelong learning

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skill set and while it has been a challenging month, I find it is in months like these in which I learn the most!